



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Special Attention of:
Secretary's Representatives;
State/ Area Coordinators;
Public Housing Directors;
Administrators, Area Offices of
Native American Programs;
Public Housing Agencies;
Indian Housing Authorities;
Tribally Designated Housing Entities;
Section 8 Recipients

Notice PIH 98-45 (HA)

Issued: 9/1/98

Expires: 9/30/99

Subject: Implementation of the Grants Management Center (GMC)

- I. Effective May 26, 1998, the Office of Public and Indian Housing implemented one of several organizational changes to implement the Secretary's 2020 initiative. The Office of Public Housing, Grants Management Center (GMC) has been established at 501 School Street, 8th Floor, Washington, DC 20024. The GMC will be fully operational as of October 1, 1998.
- II. The GMC was created to support the PIH program and field offices. The Center's main objective is to provide a centralized grants management and processing function that ensures the efficient use of grant funds to better achieve HUD's social and economic goals.

Currently, the GMC is supporting the following grant programs:

1. For Categorical Grants:
 - a) HOPE VI, Public Housing Drug Elimination Program (PHDEP), Public Housing Drug Elimination Technical Assistance Program (PHDEP TA), New Approach, Economic Development and Supportive Services (EDSS), Tenant Opportunity Program (TOP), Section 8 Rental Assistance, Elderly/Disabled Service Coordinators, and Comprehensive Improvement Assistance Program (CIAP);
2. For Formula Grants:
 - a) Comprehensive Grant Program (CGP), and Operating Subsidy.
- III. Prior to the establishment of the GMC, the management review and approval of PIH formula and competitive grants was performed by multiple other offices. In some cases, processing time was adversely affected by this approach.

Establishment of the GMC will centralize and standardize the application, review, ranking, notice of award and close-out of the Categorical and Formula grants process. It is anticipated that the streamlining of grant processing will enable PIH to more efficiently manage applications, allocations, funding assignments, and data collection pertaining to PIH customers and the performance of their grants. Also, standardizing grants processing consistent with program requirements will serve to eliminate areas of potential vulnerability to HUB Offices, Program Centers, and Headquarters.

IV. In order to accomplish the core objective of the GMC of streamlining and increasing the efficiency of the grant management process and funding assignments, the GMC will:

- A. Issue and manage standardized Grants Management policy, procedures and document formats for the review, processing, award and management of grants;
- B. Conduct the entire grant application process: application review, rating and ranking of applications; providing Headquarters with a listing of applications ranked in accordance with NOFA criteria for final validation and approval; implementing the award selections by providing appropriate instructions for fund assignments and by disseminating appropriate notifications to the Office of Congressional and Intergovernmental Relations, HUB Offices and Program Centers, closing-out of the Categorical and Formula grants, which includes establishing goals, monitoring grants against established milestones, and assisting field offices in closing out outstanding audit findings, which prevent grant close-out;
- C. Coordinate the logistics required for each program's application processing;
- D. Provide technical assistance to all PIH Offices as to guidance, interpretation, clarification and/or understanding the grants management process; assistance will be provided, for example, in the form of processing notices, conference calls, etc.; such assistance will be coordinated with program offices responsible for developing policy;
- E. Furnish Program Offices with statistical and qualitative data as to the results of the Categorical and Formula Grant process;
- F. Administer the annual Public Housing Operating Subsidy Program for project operation, including determinations of subsidy assignments to field offices, remote monitoring of field office performance, monitoring the ROBOTS system, providing a user help desk for ROBOTS and producing the annual Fiscal Data Report;
- G. Oversee the annual CGP data verification process, administer the CGP formula, notify public housing agencies and field offices of annual formula amounts and prepare grant approval documents;
- H. Archive grant records.

For more information, please visit the GMC WEB page @ www.hud.gov/pih/gmc/gmcindex.html. For further assistance Michael E. Diggs, the GMC Director, can be reached at (202) 358-0273, through HUD email or at michael_e._diggs@hud.gov over the Internet.

/s/

Deborah Vincent
General Deputy
Assistant Secretary for PIH